

**Supplemental Figure 1.** Standardized outpatient radiation oncology treatment checklist for patients infected with SARS-CoV-2.

Prior to Patient Arrival	
Initials	Task
	Ensure patient(s) scheduled for last treatment of the day
	RTT or designee will coordinate visit: <ul style="list-style-type: none"> <li>• Contact patient or caregiver and complete SARS-CoV-2+ Patient Intake form</li> <li>• Notify department staff of SARS-CoV-2+ patient treatment</li> <li>• Communicate relevant patient information with security</li> <li>• Coordinate with central transport</li> </ul>
	Designate staff the following staff (limiting to as few staff as needed): <ul style="list-style-type: none"> <li>• Setup RTT 1 (dirty):</li> <li>• Setup RTT 2 (dirty):</li> <li>• Observer (RN, MD, RTT): <ul style="list-style-type: none"> <li>◦ PPE oversight/superuser &amp; Checklist owner:</li> </ul> </li> <li>• Driver RTT 1 (clean):</li> <li>• Driver RTT 2 (clean):</li> <li>• Planner's contact information:</li> <li>• Validate that staff is trained in donning and doffing PPE</li> </ul>
	Contact security to notify of patient arrival time and ensure parking space is available if parking.
	Notify EVS of patient and request biohazard trash bin and notify of need for terminal cleaning when finished.
	Ensure that all materials and PPE is available and ready <ul style="list-style-type: none"> <li>• Gloves, gowns, surgical mask, face shield, 2 clean sheets, wheelchair, hair covers as needed, mask for patient if needed</li> </ul>
Patient Arrival- Transport & Setup	
Initials	Task
	Setup RTT 1 and Setup RTT 2 don PPE following the contact & enhanced droplet precautions checklist <i>*Observer must be present</i>
	Setup RTT 1 brings wheelchair, sheet, and mask to ambulance bay to meet patient
	Setup RTT 1 in PPE (surgical mask, face shield, gown and gloves) and security 1 (with surgical mask) await car outside hospital. Security shows patient where to park if patient is driving.
	Setup RTT 1 confirms patient name
	Setup RTT 1 hands patient mask through car window (if not already wearing one), has them sit in the wheelchair and places a sheet over them
	Security 1 escorts RTT and patient to the service elevator, keeping a distance >6 feet
	Security 2 (with surgical mask) will wait at department entrance to elevator to ensure it is ready for transport and is available to badge open the doors.
	Setup RTT 1 wheels patient into treatment room to meet Setup RTT 2 <ul style="list-style-type: none"> <li>• Setup RTT 2 confirms name and DOB with patient and patient barcode card</li> <li>• Setup RTT 2 scans patient barcode card</li> </ul>
Treatment in Process (Only Setup RTTs enter treatment room)	
Initials	Task
	Setup RTT 1 & 2 set up patient in treatment room and leave the room
	Mask must remain on patient throughout treatment <ul style="list-style-type: none"> <li>• If treating the head/face, mask must be placed over the immobilization device (surgical mask)</li> <li>• If this is not possible, close machine room for 45 minutes after patient treatment</li> </ul>
	Driver RTT 1 and Driver RTT 2 perform time out

	Driver RTT 1 images the patient
	Driver RTT 2 confirms the imaging
	Driver RTT 1 delivers the treatment
<b>Treatment Completion- Patient transport</b>	
<b>Initials</b>	<b>Task</b>
	Driver RTT call security so that security is ready to escort patient and Setup RTT 1 to car
	Setup RTT 1 escorts patient out of room in wheelchair to meet Setup RTT 2, who then places new clean sheet over patient
	Security 2 (with mask) ensures elevator is ready for transport (on L2)
	Security 1 meets Setup RTT 1 and patient at Level 1 and escorts them to hospital exit.
	Security 1 escorts RTT (with wheelchair) back to department elevators.
<b>Post-Treatment: Disinfection of room and equipment, doffing of PPE</b>	
<b>Initials</b>	<b>Task</b>
	Setup RTT 2 doff gloves, performs hand hygiene and dons a clean pair of gloves <i>*Observer must be present</i>
	Setup RTT 2 cleans room: <ul style="list-style-type: none"> <li>Wipes all surfaces and treatment bed with purple top wipes, allowing 2-minute dry time</li> </ul>
	Setup RTT 1 doff gloves, performs hand hygiene and dons a clean pair of gloves <i>*Observer must be present</i>
	Setup RTT 1 cleans wheelchair in the treatment room: <ul style="list-style-type: none"> <li>Wipes all surfaces of the wheelchair with purple top wipes, allowing 2-minute dry time</li> </ul>
	Setup RTT 1 & 2 doff PPE one at a time in designated dirty area following the doffing checklist <i>*Observer must be present</i>
	Any additional staff that donned PPE and contact with patient or >6 feet distance from patient or dirty RTT <b>was not</b> maintained will doff PPE in designated dirty area following the doffing checklist <i>*Observer must be present</i>
	Ensure PPE is disposed of in the red biohazard waste bag
	Contact EVS and request a terminal clean and empty trash. Alert EVS room was occupied by COVID+ patient. EVS must wear glove and gowns while cleaning the room.
<b>Checklist Completion</b>	
<b>Initials</b>	<b>Task</b>
	Confirm each task is completed with initials
	Confirm signatures below
	Upload to Aria

Checklist Owner Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Observer Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_